

DUTY STATEMENT

Classification: Legal Analyst	Position No. 140-5237-001
CBID: RO1	Office: Chief Counsel's Office
Date Prepared: December 2012	Division:
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Office of Chief Counsel's Administrative Support Unit is dedicated to providing thorough, accurate, and timely administrative and legal support services to the professional legal staff in the office. Failure to provide efficient support services will affect the Chief Counsel's Office's ability to accomplish its mission and serve the agency effectively.

WORKING CONDITIONS. Work is performed indoors in an office setting.

LEGAL ANALYST POSITION: Under the general direction of the Chief Counsel and the immediate supervision of the Staff Services Manager I, Legal/Docket Administration, the Legal Analyst regularly and independently performs the difficult and complex paralegal duties of an analytical and sensitive nature--duties requiring specialized legal knowledge, analysis, and coordination with the Docket Unit in the Chief Counsel's Office, as well as the other staff attorneys in the office. The incumbent must possess knowledge of a variety of proceedings, both administrative and judicial, that the Energy Commission conducts, monitors, or appears in; must be familiar with the multiple areas of law and practice in which the Office of Chief Counsel advises and serves the Commission, and must understand the nature, purpose, and importance of proper, formal agency recordkeeping practices and be able to evaluate and establish protocols that ensure timely and accurate file management. The Incumbent must be capable of handling extensive contacts with all levels of staff within the Chief Counsel's Office, as well as with various levels of personnel within and outside the Commission, and also with the public.

DUTIES AND RESPONSIBILITIES:

80% Analyze legal requirements for documents filed to ensure that internal procedures are correct and that filings comply with requirements; use independent judgment to interpret and apply applicable laws, statutes, regulations, and Commission policies; review filings to determine the matter to which they pertain, to whom they should be distributed, and the applicability of any legal deadlines for Commission responses, if any; independently identify potentially inappropriate submissions, and take action to have the submitter comply with the documents filing requirement; independently identify all problem areas in client requests for legal services, according to prescribed procedures, and take appropriate actions, develop strategies, and make specific recommendations to a supervisor and/or attorneys; direct preparation of administrative records in Commission proceedings and litigation matters in compliance with applicable legal requirements for content, form, and timeliness; handle day-to-day implementation of the e-Filing Case Records Management System (eCRMS), troubleshoot Docket issues, analyze problems and develop solutions; assist in the transition of the Docket Unit's tracking database and procedures from the current obsolete FoxPro database to the new eCRMS database or document management system; understand the significance of legal records, file integrity, and public accessibility of public documents to ensure procedures will address those concerns; understand/handle the significance of, and the separate processes associated with, the filing of confidential records and protection of confidentiality; work with staff counsel to produce documents to comply with Public Record Act requests; produce a procedure guide/manual for the Energy Commission's webpage; and train Docket Unit staff in procedures/protocols and continuously update those practices as needed. (E)

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- 5% Assist the Chief Counsel and other attorneys by gathering and analyzing facts and documents in connection with litigation, such as lawsuits filed in State Supreme Court challenging the Energy Commission's power plant licensing decisions, in federal court challenging the Commission's appliance efficiency standards, and in state court regarding contract disputes; gather and analyze facts and documents for administrative proceedings, such as rulemaking proceedings, complaints and investigations, and power plant licensing cases; serve as a resource for attorneys by researching such matters as court rules, rules of practice and procedure for administrative proceedings, past Commission cases and decisions, and statutory requirements for a rulemaking file; process subpoenas that are served on various individuals and entities in litigation and in administrative proceedings; communicate well, both orally and in writing, with all parties, court personnel, and various agencies regarding procedural and ministerial matters in a variety of judicial and administrative proceedings; draft interrogatories and data requests and responses to interrogatories and data requests regarding such matters as personnel cases, power plant licensing cases, Energy Commission forecasts, and policy reports; review a variety of documents, including lengthy technical reports from staff, consultants, public agencies, and other entities, documents filed in proceedings before the Commission, and pleadings filed in court; summarize or make recommendations on documents reviewed; provide first drafts of pleadings, motions, and complaints as requested for review by attorneys; summarize depositions and other transcripts; and prepare responses to routine procedural and other types of inquiries, including Public Records Act requests and applications for confidentiality. (E)
- 5% Assist in the preparation of witnesses; assist in the preparation of witness binders and exhibit binders in judicial and administrative proceedings; organize court documents and exhibits, as well as administrative records pertaining to litigation in the courts and before other public agencies; develop, organize, and maintain case files, confidential documents, correspondence, briefs and legal opinions and analyze their contents for research by issue or subject matter; complete case management and other court forms; review and serve legal documents to ensure conformity with relevant law, court rules, and the California Style Manual. (E)
- 5% Perform miscellaneous activities essential to the office such as receive and complete administrative assignments between the Chief Counsel's Office and other Commission divisions and offices, other public agencies, federal and state courts, and outside counsel; maintain and update the Energy Commission's publication of its regulations (in Title 20, California Code of Regulations) and the Warren-Alquist Act, the Energy Commission's enabling statute, for the Commission's website. (E)
- 5% Other duties as required, consistent with the specifications of the class and/or as assigned by Legal Management. (M)

SIGNATURES

I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position

_____ Employee	_____ Date	_____ Supervisor	_____ Date
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